



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

(Date)

MEMORANDUM FOR _____
(Commander's Unit/Office Symbol)

FROM: _____
(Member's Unit/Office Symbol)

SUBJECT: Off-Base Relocation Request Memorandum

1. The housing office is compiling a waiting list of members who are willing to relocate from on-base to off-base due to a temporary shortage in the on-base family housing inventory. This shortage is the result of ongoing renovation projects to improve base housing. I request approval to add my name to the off-base waiting list with the intent to relocate to off-base for the remainder of my current tour if presented the option to do so.

2. I understand that in order to be eligible to be added to the waiting list, I must have a DEROS between 1 Jan 2013 and 31 Dec 2013. I also must have six months remaining before my DEROS; I will not be eligible for the waiting list nor will I be selected from the waiting list if I have less than six months remaining at Misawa AB. Key and Essential personnel are not eligible to relocate to off-base housing.

3. I understand there is a financial cost to relocate, and I am financially able to afford the cost associated with this move.

a. The move will be conducted at government expense, allowing me TMO and FMO benefits to move my furniture, appliances, and belongings at no cost to me. However, I understand there may be up-front moving costs that I may personally incur.

b. I understand I may have to personally pay a housing deposit. A housing deposit is normally refunded pending results of final termination; however, a pet deposit may not be refundable depending on the property manager's policy.

c. I am not authorized to receive on-base housing and Overseas Housing Allowance (OHA) at the same time. OHA and the Utility Allowance for my off-base house will not begin until I have terminated family housing through the housing office. I am aware that the time needed to move may require several days between the date my off-base lease begins and the termination of my government family housing. After my off-base housing lease has been initiated, I will personally be responsible to pay approximately \$100.00 a day for my off-base house's rent and utilities until I terminate on-base housing.

d. In addition to these costs, there may be \$0 to \$500 required for additional incidentals associated with a move; e.g. internet installation, restocking the refrigerator, etc.

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e. I will receive approximately \$680 for my Move-In Housing Allowance (MIHA) and \$673 for my Partial Dislocation Allowance (PDLA) to help with these costs. I will work with my unit leadership if advanced OHA is required.

4. I understand that from the time the Housing Office notifies me, I have 48 hours to accept the offer. Once I accept the offer, I must secure an off-base house within 10 calendar days. I then have 10 calendar days from the date I sign my lease to terminate on-base family housing. I understand that given this timeline, I may be required to move on the weekend. Extensions to this timeline will be worked on a case-by-case basis with the Housing Office.

5. I understand that I may live off-base through my current DEROS. However, if I extend my tour and on-base housing is available, I may be directed to move back on-base at government expense.

6. My information below is provided to prove my eligibility and determine my position on the waiting list.

DEROS: _____

Rank: _____

Date of Rank: _____

TAFMSD: _____

(Member's Signature)

Email: _____

(Member's Printed Name, First M. Last; Rank)

Work #: _____

Home/Cell #: _____

(Member's Duty Title)

Current Housing Unit: _____

POC: 35 CES Housing Office; 226-3200; housing@misawa.af.mil

1st Ind, _____
(Commander's Unit/Office Symbol) (Date)

MEMORANDUM FOR 35 CES/CEACH

Approval is granted for _____ (*member's name*) to relocate to off-base housing. I have confirmed the member is eligible and has provided accurate information. Member understands the guidelines above and has been briefed on his/her responsibilities. I consider the member to be financially capable to accept this offer. I will give the member the time needed to accomplish the move within the timeframe required.

(Commander's Printed Name, First M. Last; Rank)

(Commander's Signature)

(Commander's Duty Title)

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